First thing,

- All steps should be taken independently of commercial interest.
- Everyone who is in a position to control content must disclose all relevant financial relationships with a commercial interest to the provider.
- The provider (OCME) appropriately manages commercial support (if applicable).
- Maintain a separation of promotion from education.
- Disclosure must be made to the learners of relevant financial relationships and any commercial support for the CME activity.
- The activity promotes improvements or quality in healthcare and not proprietary interests of a commercial supporter.

As you plan your CME activity, the following questions need to be addressed during the planning process:

1. What is the quality or professional practice gap to be addressed? (C2)
   ACCME adapted the Agency for Healthcare Research and Quality’s definition of a gap in the quality of patient-care where the gap is the “difference between health care processes or outcomes observed in practice, and those potentially achievable on the basis of current professional knowledge”. When there is a gap between what the professional is doing or accomplishing compared to what is “achievable on the basis of current professional knowledge” there is a professional practice gap.

2. What needs can or should be addressed to close this gap? Is it a gap in physician knowledge, competence, or performance? Are the needs related to the IOM, ACGME or other competencies? How were the needs identified? (C2,3,6 &7)

3. What is the physician target audience? Based on the physician target audience and the gap that is being addressed, what is the right content to cover? How does the content relate to the scope of practice of the physician target audience? Should the content also relate to specific patient groups? Should it contain content outside the clinical topic? (C2,4)

4. What are the potential or real barriers facing these physicians if this need/gap is to be addressed? What educational strategies will be used to remove, overcome or address barriers to physician change? Are there non-educational strategies that are currently being used that address this issue? If no, what kinds of non-educational strategies could be used to address this issue? (C18,19, 20)

5. Based on the need/gap the activity is addressing, what are the desired results of the activity? Said differently, “What is the activity designed to change?” (C3)

6. Based on the desired results of the activity, what are the objectives of the activity? Note: Your objectives can support the attainment of the desired result. (C3, 4, 10)
   "At the end of this activity, participant will provide better patient care through an increased ability to......
   Describe
   Explain
   Demonstrate
   Contrast, etc.

7. Are there other initiatives within my institution working on this issue? Are there other organizations we could partner with that are working on this issue? (C20)

8. In what ways could we include these internal or external groups in our CME activity to help us address or remove barriers as identified in question 3? (C19)

9. Who are the right faculty to cover this content? (C3, 4)
AMA PRA Statement

The Office of CME was recently notified by the American Medical Association (AMA) that the credit phrase in the designation statement "AMA PRA Category 1 Credit™" was not being properly used in our files.

Therefore we are mandating that all CME brochures and flyers be reviewed and corrected immediately. The phrase "AMA PRA Category 1 Credit™" must be in italics. If the words cannot be in italics due to software issues, it must be either in quotation marks or bold. Note the trademark "TM" which must also be present.

The statement should read as below:

Designation statement
The State University of NY (SUNY) Downstate Medical Center designates this educational activity for a maximum of [insert number of credits] AMA PRA Category 1 Credits(s)™. Physicians should only claim credit commensurate with the extent of their participation in the activity.

Did you know the Disclosure Form can be filled-out online? See, http://138.5.102.102/CMESpeaker/